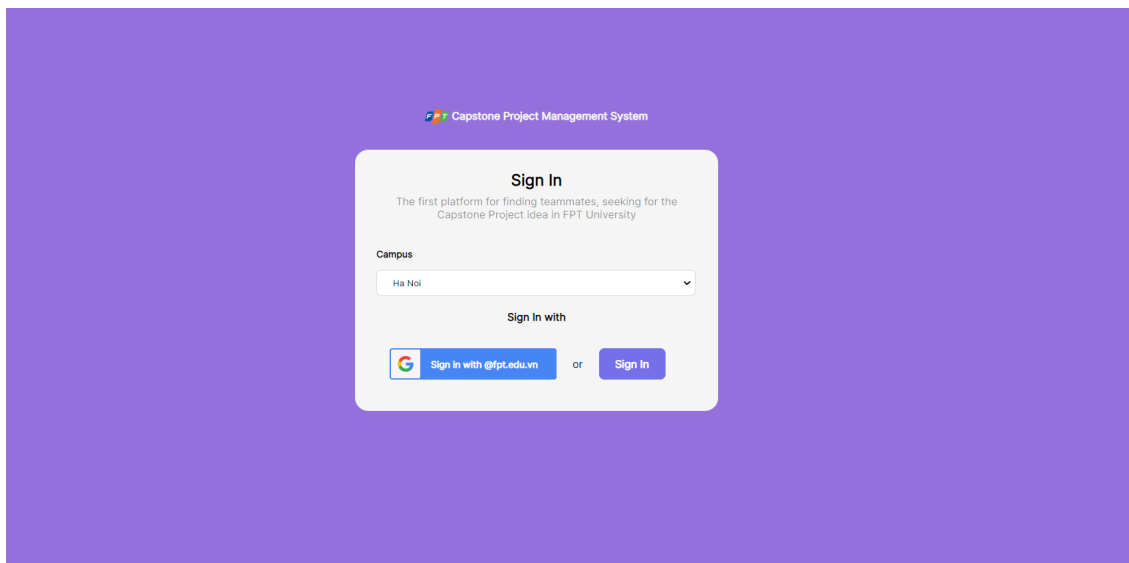


# Capstone Project Registration System

Introduce how to use website to manage registration for capstone project teams  
for Academic Staff

## 1. Login Screen

This screen shows the name of your campus and 2 ways to log in into the website



And in this screen you can:

- Sign in by @fpt.edu.vn gmail
- Sign in by email and password

This is the screen of sign in by email and password


**FPT Capstone Project Management System**

## Sign In

The first platform for finding teammates, seeking for the Capstone Project idea in FPT University

**Email**

**Password**

[Forgot Password?](#)

**Back** **Sign In**

And in this screen you can:

- Sign in email/password that you are already registered with the system.
- Click on “Forgot Password?” if you don’t remember your password.
- Click on “Back” to go back to the Login Screen.
- Click on “Sign in” if you’ve already filled in your email and password to access the website.

## 2. Manage Semester Screen

This screen shows the homepage for staff after they sign in into the website

Profile

Avatar

Contact Information

Phone Number \*

Personal Email

Facebook

Basic Information

Name: Hiếu Nguyễn Xuân

Roll Number: HE140317

Semester: Fall 2022

Profession \*: Information Technology

Specialty \*: Information Assurance

Gender: ☐ Male ☐ Female ☒ Other

Email: hieunxhe140317@fpt.edu.vn

Expect Role

Bio

Cancel Submit

Personal Email

Alternative Email 1 Add an alternative email Add

And in this screen you can:

- Edit information of the current semester by click in

Edit

### Current Semester

Semester Name:

Fall 2022

Semester Code:

FA\_22

Start Date:

09/05/2022



End Date:

12/31/2022



Save

Close Semester

Save

- Save the changes after edit by click in
- 

Close Semester

- Close the current semester by click in

## Current Semester

The old semester has stopped.  
Click here to start a new semester

Start New  
Semester

Start New  
Semester

- Create new semester by click in


## New Semester

Please input the informations for new semester


Semester Name

Semester Code

Start Date

mm/dd/yyyy 

End Date

mm/dd/yyyy 

Cancel

Next

Next

- After fill in all the required information, you click in **Next** to submit. After that, system will show you the form to setup profession

Setup Major

Please Update Professions and Specialties for new Semester

**Save All**

**Delete**

Profession		Specialty			
Abbreviation	Fullname	Abbreviation	Fullname	Max Member	Code
IT	Information Technology	IA	Information Assurance	5	IAP491
		AI	Artificial Intelligence	3	AIP490
		IS	Information System	5	SWP490
		JS	Japanese System	5	SWP493
		CS	Computer Science	3	CST491
		SE	Software Engineering	5	SEP490
<b>+ Add Specialty</b>					

**Delete**

Profession		Specialty			
Abbreviation	Fullname	Abbreviation	Fullname	Max Member	Code
BA	Business Administration	IB	International Business	5	GRI491

**Save All**

- Click on **Save All** after you done setting for new semester  
**NOTE:** After clicking on “Save all”, you aren’t allowed to delete any data because after you save the profession, some students might have already registered.

**Delete**

- Click on **Delete** to remove profession not available for new semester

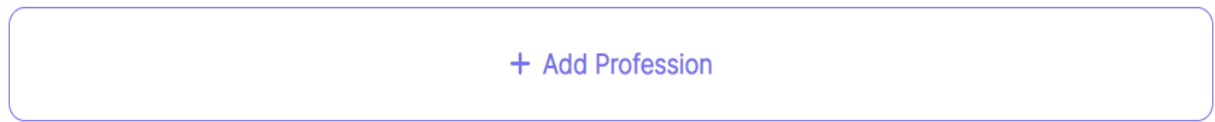


- Click on **Delete** to remove specialty not for new semester

**+ Add Specialty**

- Click on **+ Add Specialty** to add new specialty for new semester

- Click on

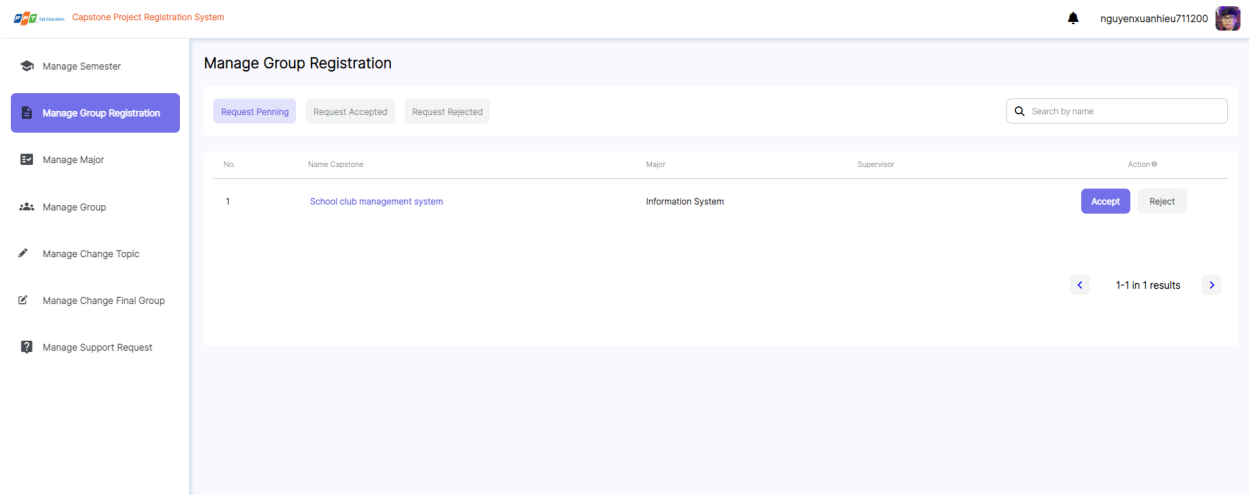


to

create new profession for that semester

### 3. Manage Group Registration Screen

This screen shows the list requests for group registration of the students



And in this screen you can:

- View list request pending
- View list request accepted
- View list request rejected

- Search request by name



### 4. Manage Profession Screen

This screen shows the list of professions and specialty

Capstone Project Registration System

User Guide
HaDTT

Semester: TEST4

Manage Semester

Manage Group Registration

Manage Profession

Manage Group

Manage Change Topic

Manage Change Final Group

Manage Support Request

### Manage Profession

Edit

Profession		Specialty			
Abbreviation	Fullname	Abbreviation	Fullname	Max Member	Code
BA	Business Administration	IB	International Business	5	GRI491
		MC	Multimedia and Communication	4	GRA497
		FIN	Finance	5	GRF491
		MKT	Digital Marketing	5	GRM491
		BP	Business Plan	5	GRP490

Edit

Profession		Specialty			
Abbreviation	Fullname	Abbreviation	Fullname	Max Member	Code
GD	Digital Art & Design	ID	Interaction Design	3	GDP493
		ID	2D Animation	3	GDP493
		ID	3D Animation	3	GDP493

And in this screen you can:

- Edit information of profession by click in
- Add new specialty for a profession by click in

+ Add Specialty

- Add new profession by click in

+ Add Profession

## 5. Manage Group Screen

This screen shows the list of final groups



Manage Final Group

Show Group Name to Students ☐
Professional 
Specialty

Group Name	Project Name	Specialty	Member	Created At
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Students that not have Group

And in this screen you can:

- View list of final groups that already full members
- View list of final groups that still lack of members

Show Group Name to Students ☐

- Show group name by click

**NOTE:** Students only can request to change their topics and change their groups after you enable this button

- Search for a group by name or topic




- Filter by professional
- Filter by specialty

- Export data to excel by click in

**Import Student List**

- Import student list into the system by click in **Import Student List**. After that, the system will check for all the students that haven't had a group yet and show

**Students that not have Group**


Search in below list 

**Grouping**

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the list of them in

- Search for the student in the ungrouped list

Search in below list 

**Grouping**

- Auto divide list of ungrouped students into small group by click in

## 6. Manage Change Topic Screen

This screen shows the list of request from the groups that want to change their topic

List Request Change Topic

Request Pending Request Accepted Request Rejected

Search by name

No.	Group Name	Old Topic	New Topic	Email Supervisor	Action
1	SWP490_G1	Health Magnet	Ojimah Travel	lethuy141447@gmail.com	Accept Reject

< 1-1 in 1 results >

And in this screen you can:

- View list request pending
- View list request accepted
- View list request rejected
- Search for a request by name

## 7. Manage Change Final Group Screen

This screen shows the list of request from the groups that want to change their topic

Change Final Group

Group Exchange Form Student Confirm Staff Confirm

From Group Name SWP490\_G1

From Email thuythe141447@fpt.edu.vn

Input group name and email of the student that you want to exchange

To Group Name \* Input group name you want to exchange

To Email \* Input student's email you want to exchange

Submit

And in this screen you can:

- View list request pending
- View list request accepted
- View list request rejected
- Search for a request by name

## 8. Manage Support Request Screen

This screen shows the list of request from the groups that want to change their topic

Support Request

Show Request

Search by name

No.	Email	Phone Number	Title	Description	Action
1	thaonpha140352@fpt.edu.vn	0964110413	Chọn giảng viên hướng dẫn	e có tạo mới 1 idea nhưng không thấy mục chọn gv hướng dẫn, anh chị cho em hỏi lần này chọn gvhd kiểu gì vậy ạ	Mark As Processed

And in this screen you can:

- View list requests
- Search for a request by name

–END–